

Working from Home

(TCE056 MAR18)

Working from Home

Policy and Procedure

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1. Purpose and scope

Working in the office provides an intrinsic benefit to the way in which we collaborate, develop skills and knowledge, and work together as One Team. However, we recognise that working from home is needed on occasions and can have benefits to both individuals and the business.

Should you have a requirement, or if you consider there is a clear business benefit, to work away from the office on an ad-hoc basis you can agree this with your manager. Further information is provided in the Informal Flexible Working guidance document on i-site.

Occasional home working is where no particular pattern is followed and each period of homeworking is agreed separately and informally with your manager.

If you wish to seek a more formal arrangement for regular homeworking you are required to make a request in line with the provisions of the Flexible Working Policy which can be found on i-site.

As with all flexible working arrangements, business and operational requirements plus due consideration to the needs of others in the team should be taken into account. Responsibility for making working from home effective must be shared by individuals and their managers.

2. Principles

How should I make a request for occasional or ad-hoc home-working?

- You must seek prior agreement from your manager providing appropriate notice.

What are the parameters around working from home?

- Treat it as a normal working day and ensure the needs of colleagues and the business continue to be met.
- Your normal working hours apply when working from home as they do when you are in the office.
- Your home environment should be suitable to enable necessary focus and to ensure that you are able to comply with your obligations of confidentiality.
- You are required to comply with Crown Estate policies that cover the use of IT equipment and applications.
- Ensure IT equipment is in place to support effective home working.
- You should usually be available for contact by telephone and/or email as normal during the working day.
- You should forward your phone to your mobile to ensure you remain contactable.
- You should always make it clear to colleagues where you are working and how best to contact you.
- Ensure your Outlook calendar is clear and up to date about your whereabouts and that this is accessible to all colleagues.

- Generally, others should not need to cover for you, however, where it is required and agreed with your manager, you should make arrangements in advance with colleagues to provide appropriate cover in the office.
- Be prepared to change arrangements if business needs dictate.
- You should not arrange to work from home when you would otherwise be due to attend meetings, unless this is discussed and agreed with your manager.
- Whilst working from home employees will remain subject to all confidentiality clauses contained within their contract of employment. A disclosure of confidential information during the course of employment may be considered by The Crown Estate as gross misconduct and grounds for termination of employment without notice

3. Practical matters

- What do I need to do to help ensure my own health and safety?
- Whether you are working in the office, remotely or in your own home you continue to be bound by The Crown Estate health and safety policy and procedures which are available on i-site.
- However, we do expect that individuals working at home will generally be carrying out low risk computer-based or written activities. Therefore, you must assess the environment you are working in and complete the online DSE assessment, Healthy Working, for your home work station.
- What IT equipment will I be provided with?
- The majority of Crown Estate employees who are based at St James's Market will have been issued with a laptop and mobile as standard, which should be used if working from home. However, if you don't have a laptop, you can use remote working to log-in at home. If you need any technical support while working from home, contact the service desk in the normal way: 0207 851 5100 or servicedesk@thecrownestate.co.uk.

Do I need to advise my landlord, Insurer and mortgage provider?

- It is your personal responsibility to advise your landlord, mortgage provider and/or building and contents insurers that you intend to work at home.

Can I claim any expenses from the Crown Estate Incurred as a result of working from home?

- No expenses are payable.

General

- The Crown Estate is under no obligation to approve any request by an employee to work at home.

Other related policies

- Flexible Working Policy
- Informal Flexible Working Guidance
- The Laptop Policy and Guidance

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4. Document Control


Document History:

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